

## Querying a Docket Sheet in CM/ECF

Querying a Docket Sheet in a criminal case in CM/ECF involves entering search clues, selecting Docket Report, and entering search criteria.

**STEP 1** After you have logged in to CM/ECF, click on **Query** on the ECF Main Menu.

**STEP 2** The system will display the **Search Clues** screen.

**Search Clues**

Case Number  (Examples: 99-500, 1:99cv500)

**or search by**

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date  to

Last Entry Date  to

Nature of Suit  (0 (zero), 110 (Insurance), 120 (Contract Marine), 130 (Contract Marine))

**or search by**

Case Status: ☐ Open ☐ Closed ☐ All

Last Name  (Examples: Desoto, Des\*t)

First Name  Middle Name

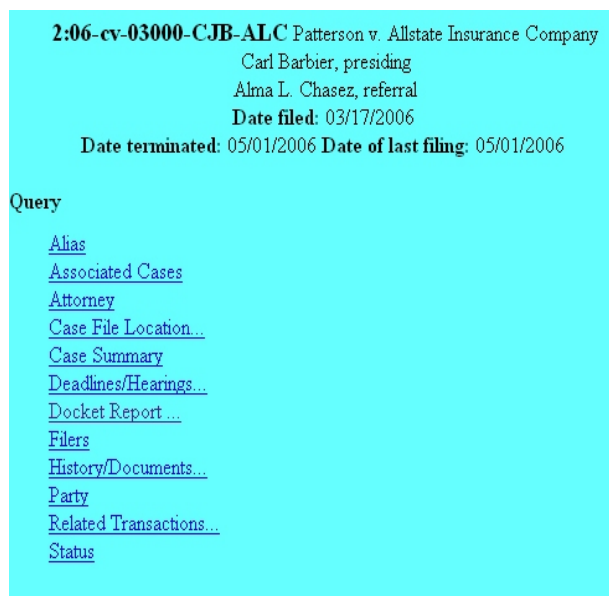
Type

- Enter **Case Number** if known.

- If case number is unknown you may also search by **File dates or Last Entry dates**. If you enter dates in these fields, the system will give you a list of all cases that match your search clues.
- Click on appropriate case to enter query.
- Another method for searching is by name. You must enter a minimum of two characters in the last name field. You can enter business names in the last name field as well. The system will provide you with a list of all cases that match your search clues.
- Click on appropriate case to enter query.

If no case matches are found, click the **Back** button to enter new search clues.

**STEP 3** When a case is selected, the system will display the **Query** screen.



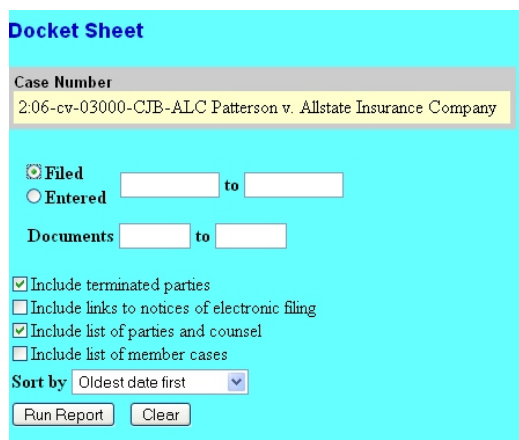
2:06-cv-03000-CJB-ALC Patterson v. Allstate Insurance Company  
Carl Barbier, presiding  
Alma L. Chasez, referral  
Date filed: 03/17/2006  
Date terminated: 05/01/2006 Date of last filing: 05/01/2006

Query

- [Alias](#)
- [Associated Cases](#)
- [Attorney](#)
- [Case File Location...](#)
- [Case Summary](#)
- [Deadlines/Hearings...](#)
- [Docket Report...](#)
- [Filers](#)
- [History/Documents...](#)
- [Party](#)
- [Related Transactions...](#)
- [Status](#)

- Click on **Docket Report**.

**STEP 4** The system will display the **Docket Sheet** screen.

The screenshot shows a web form titled "Docket Sheet" with a light blue background. At the top, there is a "Case Number" field containing "2:06-cv-03000-CJB-ALC Patterson v. Allstate Insurance Company". Below this, there are two radio buttons: "Filed" (selected) and "Entered". To the right of these are two empty text boxes separated by the word "to". Below these is a "Documents" label followed by two empty text boxes separated by "to". There are four checkboxes: "Include terminated parties" (checked), "Include links to notices of electronic filing" (unchecked), "Include list of parties and counsel" (checked), and "Include list of member cases" (unchecked). Below the checkboxes is a "Sort by" dropdown menu currently set to "Oldest date first". At the bottom are two buttons: "Run Report" and "Clear".

You may pull up the docket report with a number of different options.

- If you want to limit the view to documents either Filed or Entered during certain dates you can enter those dates and that will be the only documents that will appear. Dates must be entered in the appropriate boxes for this option.
- If you want to limit the view to known documents you can enter those document numbers and that will be the only documents that will appear. Document numbers must be entered in the appropriate boxes for this choice.
- You may also chose to include or eliminate terminated parties, links to notices of electronic filings, parties and counsel, and member cases. To include any of the above you must check in the box next to it. To eliminate you must remove the check in the box next to it.
- You may also view the docket sheet by either Oldest date first or Most recent date first by simply changing the **Sort by** criteria.

Click **Run Report**.

**U.S. District Court  
Eastern District of Louisiana (New Orleans)  
CIVIL DOCKET FOR CASE #: 2:06-cv-03000-CJB-ALC**

Patterson v. Allstate Insurance Company  
Assigned to: Judge Carl Barbier  
Referred to: Magistrate Judge Alma L. Chasen  
Cause: 28:1332 Diversity-Insurance Contract

Date Filed: 03/17/2006  
Jury Demand: Defendant  
Nature of Suit: 110 Insurance  
Jurisdiction: Diversity

**Plaintiff****Gene Patterson**

represented by **John Smith**  
Smith & Wesson, Attorneys at Law  
P. O. Box 505  
Slidell, LA 70123  
**LEAD ATTORNEY**  
**ATTORNEY TO BE NOTICED**

V.

**Defendant****Allstate Insurance Company**

represented by **attorney**  
United States District Court  
500 Poydras Street  
Room C-151  
New Orleans, LA 70130  
**LEAD ATTORNEY**  
**ATTORNEY TO BE NOTICED**

<b>Date Filed</b>	<b>#</b>	<b>Docket Text</b>
03/17/2006	<a href="#"><u>1</u></a>	COMPLAINT against Allstate Insurance Company (Filing fee \$ 250.) filed by Gene Patterson.(bc, ) (Entered: 03/17/2006)
03/17/2006	<a href="#"><u>2</u></a>	Summons Issued as to Allstate Insurance Company. (bc, ) (Entered: 03/17/2006)
05/01/2006	<a href="#"><u>3</u></a>	SUMMONS Returned Executed; Allstate Insurance Company served on 3/20/2006, answer due 4/10/2006. (attorney, ) (Entered: 05/01/2006)

**STEP 5**The system will display the **Docket Sheet**.

If the document number is highlighted, it is a link to viewing the actual document. Just click on the number to view.